



## **POLICY FOR CLASSIFICATIONS REQUIRING TYPING CERTIFICATIONS**

April 2007

The position for which you have applied requires typing skills at the rate noted on the Job Announcement. In order to verify your ability to type at the rate listed, we require that you provide certification of your ability.

In order to be accepted by the City of Henderson, the certification must conform to the following criteria:

- must be on testing agency's official form or letterhead;
- must be an original certification;
- must be dated and cannot be over one year old;
- must be signed by person authorized to do such testing;
- must list gross number of words typed per minute; and
- must list number of errors.

**NOTICE: We do not accept Internet-issued typing tests or certifications.**

The typing test may be administered on a typewriter or computer. We compute net typing speed by using the standard method of subtracting the total numbers of errors from the gross number of words typed per minute. For example: 45 gross words per minute typed with 5 errors equals 40 net words per minute. **Please note: We will compute your net typing speed based on the certificate you provide. Our formula for determining net speed is not always the same as the testing agency's.**

Most large employment agencies will provide the testing for a fee; however, they have to service their own clients first, and testing may not be available when you need it if you wait until the last minute. Agencies generally charge between \$5 and \$15 for administering the test.

**Important notice: A copy of the typing certificate will be accepted at the time of application; however, the original typing certificate MUST BE presented at the time of the Written Examination.**

Consult the telephone directory for agencies. The City of Henderson does not endorse any particular agency or school for testing purposes.

**Typing certifications must be received by the City of Henderson Human Resources Department at the time of application, unless otherwise indicated in the Job Announcement.**

City of Henderson Human Resources Department